

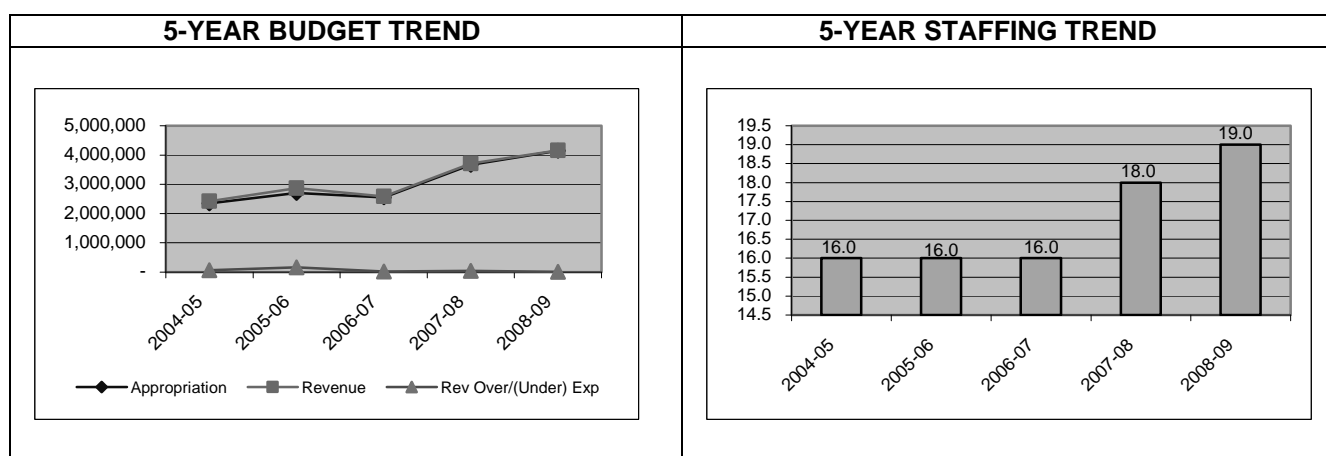
Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, business cards, and reports for County departments and special districts, including administration of the Arrowhead Regional Medical Center (ARMC) Forms Program. This division provides high quality printed materials and graphic design services utilizing the latest technological advances, and strives to deliver services in a timely and cost effective manner that is beneficial to its customers. Customers include county departments and other public agencies.

The Printing Services budget unit is an Internal Service Fund (ISF) of the Purchasing Department. All operational costs of this program are distributed to user departments through user rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET HISTORY



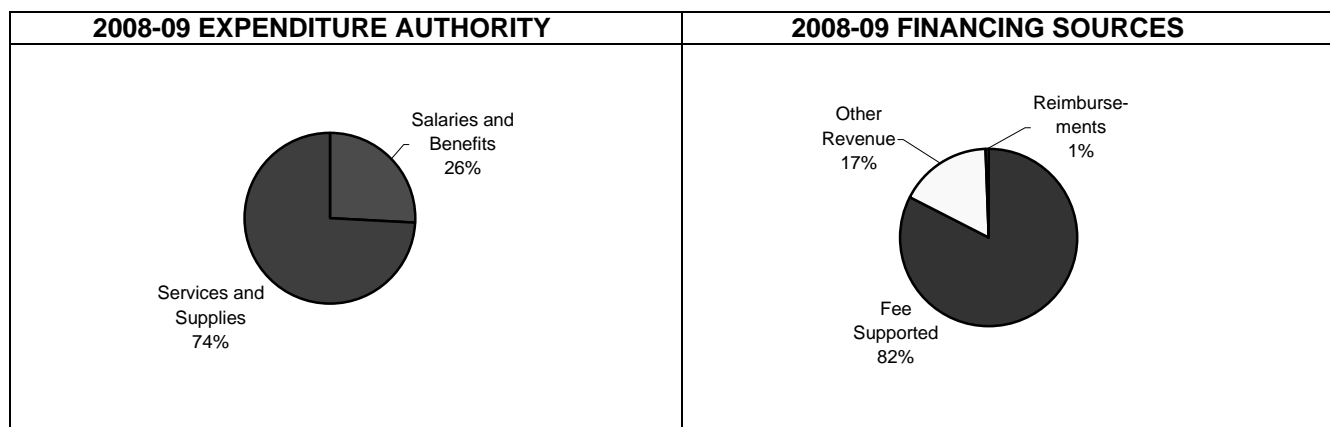
PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	2,552,427	2,720,475	3,955,304	3,665,519	4,002,932
Departmental Revenue	2,677,230	2,975,297	4,018,759	3,721,849	4,826,392
Revenue Over/(Under) Exp	124,803	254,822	63,455	56,330	823,460
Budgeted Staffing				17.0	
Fixed Assets	32,826	7,421	26,849	43,000	40,199
Unrestricted Net Assets Available at Year End	258,995	487,899	886,800		1,680,274

Actual appropriation for 2007-08 is greater than modified budget as a result of the increased use of the ARMC forms program and increases in printing services by user departments.

Actual departmental revenue for 2007-08 is greater than modified budget due to an approximately 8% increase in printing by user departments.

ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
 DEPARTMENT: Purchasing
 FUND: Printing Services

BUDGET UNIT: IAG PUR
 FUNCTION: General
 ACTIVITY: Printing

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	807,396	803,519	924,533	974,648	1,042,679	1,060,521	17,842
Services and Supplies	1,734,253	1,933,142	2,967,850	2,968,303	2,531,025	3,000,829	469,804
Central Computer	7,378	7,270	9,796	10,825	10,825	21,420	10,595
Travel	-	-	-	-	-	5,000	5,000
Other Charges	3,363	5,453	-	-	-	-	-
Transfers	52,259	52,253	53,125	49,156	53,241	75,704	22,463
Total Exp Authority	2,604,649	2,801,637	3,955,304	4,002,932	3,637,770	4,163,474	525,704
Reimbursements	(52,222)	(81,162)	-	-	-	(25,230)	(25,230)
Total Appropriation	2,552,427	2,720,475	3,955,304	4,002,932	3,637,770	4,138,244	500,474
Depreciation	-	-	-	-	27,749	10,255	(17,494)
Total Requirements	2,552,427	2,720,475	3,955,304	4,002,932	3,665,519	4,148,499	482,980
Departmental Revenue							
Current Services	2,676,235	2,960,329	4,018,759	4,836,196	3,058,849	3,451,689	392,840
Other Revenue	995	14,968	-	-	650,000	708,000	58,000
Total Revenue	2,677,230	2,975,297	4,018,759	4,836,196	3,708,849	4,159,689	450,840
Operating Transfers In	-	-	-	(9,804)	-	-	-
Total Financing Sources	2,677,230	2,975,297	4,018,759	4,826,392	3,708,849	4,159,689	450,840
Rev Over/(Under) Exp	124,803	254,822	63,455	823,460	43,330	11,190	(32,140)
				Budgeted Staffing	18.0	19.0	1.0
Fixed Assets							
Improvement to Structures	-	-	19,369	-	-	-	-
Equipment	-	-	7,480	18,141	-	-	-
Vehicles	-	-	-	22,058	30,000	-	(30,000)
L/P Equipment	32,826	7,421	-	-	-	-	-
Total Fixed Assets	32,826	7,421	26,849	40,199	30,000	-	(30,000)

Salaries and benefits of \$1,060,521 fund 19.0 budgeted positions and are increasing by \$17,842 primarily due to staffing changes. In 2007-08, the Board of Supervisors approved the transfer of ARMC printing services to the Purchasing Department; this transfer added 1.0 Reproduction Equipment Operator. Due to the increase in customer demand, the reclassification of a Bindery Equipment Operator to a Reproduction Equipment Operator I (\$1,497) is requested to align the duties being performed by the incumbent. Also, the reclassification of a Printing Services Supervisor to a new manager classification (\$3,338) is requested due to the increase in responsibility and duties resulting from the addition of the ARMC Forms Program and to create future career growth within Printing Services. The addition of 1.0 Automated Systems Technician will assist Printing Services with hardware/software support and automation efforts. The deletion of 1.0 position in 2007-08 will more than offset the cost of the reclassifications and one-half of the new position.



The remaining cost associated with the new position will be funded by the department's other internal service funds for work in those divisions as noted below.

Services and supplies of \$3,000,829 include the purchase of materials for all printing jobs, hardware and software upgrades for graphic artists, office supplies, outside printing requests, COWCAP charges, and rental payments for the Quick Copy machines. The increase of \$469,804 is primarily due to the purchase of extra materials for the ARMC Forms Program, and the purchase of additional supplies to meet increased demand by user departments for printing services. In addition, costs for paper products in general have risen in the past year.

Transfers of \$75,704 include reimbursements to Purchasing's general fund budget unit of \$63,213 for administrative support, office supplies purchases, and mandated EHAP charges.

Reimbursements of \$25,230 represent transfers from both Mail/Courier Services and Surplus Property and Storage Operations budget units for a total of one-half reimbursement of costs associated with 1.0 Automated Systems Technician position.

Departmental revenue of \$4,159,689 includes \$3,451,689 for all printing services job orders and graphic design services, and \$708,000 for the ARMC Forms Program. The increase of \$450,840 is primarily due to an anticipated increase in printing and graphic design services by user departments.